



Kansas Department of Health and Environment  
**NURSE AIDE AND HOME HEALTH AIDE  
ACCOMMODATION REQUEST FORM**

Any trainee who has a physical, learning, psychological or other reason for requesting a reasonable accommodation or auxiliary aide to take the state test, may complete and submit this form. You must have performed in a satisfactory manner in both a class/theory and in a lab/clinical setting of the course. **The applicant must complete the front of this form and the course instructor must complete the back side of this form.**

An accommodation must be requested in advance. The accommodation request form must accompany the I.D. slip and reach Health Occupations Credentialing at least three weeks prior to the desired testing date.

Instructor name: \_\_\_\_\_

Course number: \_\_\_\_\_

**TRAINEE MUST COMPLETE THE FOLLOWING:**

**A. TRAINEE'S INFORMATION**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Home Phone #: (     ) \_\_\_\_\_ Work Phone #: (     ) \_\_\_\_\_

Social Security Number: \_\_\_\_\_

**B. REASON FOR REQUEST** (Check all that apply)

- ☐ Deaf  
☐ Hard of Hearing  
☐ Visually Impaired  
☐ Physical Disability (please explain \_\_\_\_\_)  
☐ Special Learning Disability (please explain \_\_\_\_\_)  
☐ Psychological Disability (please explain \_\_\_\_\_)  
☐ Other (please explain \_\_\_\_\_)

**C: REQUESTED ACCOMMODATIONS** (Check all that apply)

- ☐ Reader/Oral Test (**Nurse Aide Test ONLY**)  
☐ Sign Language Interpreter  
☐ Large Print  
☐ Extended Time  
☐ Time and a half    ☐ Double Time

**D. WAS THE SAME ACCOMMODATION REQUESTED IN TAKING THE NURSE AIDE OR HOME HEALTH AIDE COURSE?**

☐ Yes    ☐ No    If no, why not? \_\_\_\_\_

I do hereby attest that the information supplied in this application and any attachments are accurate and complete to the best of my knowledge. I do hereby give permission to the department to verify any information provided in this application and any attachments.

\_\_\_\_\_  
Signature of Trainee

\_\_\_\_\_  
Date

**(INSTRUCTOR MUST COMPLETE THE BACK - OVER)**

**INSTRUCTOR MUST COMPLETE THE FOLLOWING**

If you have a trainee who has a physical, learning, psychological, or other reason that you believe requires a reasonable accommodation or auxiliary aide to take the state nurse aide or home health aide test, please complete this page of the form and submit this form to the address below.

A. I have known \_\_\_\_\_ since \_\_\_\_\_ in my capacity  
as a \_\_\_\_\_.  
professional title

B. It is my opinion the candidate should be accommodated by providing the following:

- ☐ Reader/Oral test (**NURSE AIDE TEST ONLY**)
- ☐ Sign Language Interpreter
- ☐ Large Print
- ☐ Extended Time
- ☐ Time and a half
- ☐ Double Time

C. Was the accommodation provide for in the nurse aide or home health aide course?

☐ Yes ☐ No If no, why is it being requested for the state test? \_\_\_\_\_

I do hereby attest that the information supplied in this application is accurate and complete to the best of my knowledge. I do hereby give permission to the department to verify any information provided in this application and any attachments. I do hereby request that the Kansas Department of Health and Environment provide the above requested accommodation for the candidate.

\_\_\_\_\_  
Signature of Instructor or other verifying professional

\_\_\_\_\_  
Date

Address \_\_\_\_\_

\_\_\_\_\_

Phone ( ) \_\_\_\_\_ work

Phone ( ) \_\_\_\_\_ home

Return to: Health Occupations Credentialing  
Kansas Department of Health and Environment  
Signature Building, Suite 200  
1000 SW Jackson  
Topeka, Kansas 66612-1365  
(785) 296-1250